

## Style Guide for All Graded Written Assignments

For the purpose of this class, you will utilize the “Style Guide for American Sociological Association Journals” for all your written assignments. The ASA style utilizes a combination of **in-text citations** and a **works cited page**.

Citations in the text must include the last name(s) of the author(s) and year of publication. You must include page numbers when you quote directly from a work or refer to specific passages. Identify subsequent citations of the same source in the same way as the first.

- If the **author’s name** is in the text, follow it with the publication year in parentheses.  
... in another study by Duncan (1959).
- If the **author’s name** is not in the text, enclose the last name and publication year in parentheses.  
... whenever it occurred (Gouldner 1963, 1978).
- Pagination** follows year of publication after a colon; you should omit the space between the colon and the page number.  
... Kuhn (1970:71).
- Give both last names for **joint authors**.  
... (Martin and Bailey 1988).
- If a work has **three authors**, you should cite all three last names in the first citation in the text; thereafter, use “et al.” in the citation. If a work has **more than three authors**, you should use “et al.” in the first citation and in all subsequent citations.  
First citation: ... had been lost (Carr, Smith, and Jones 1962).  
Later: ... (Carr et al. 1962).
- Quotations in the text** begin and end with quotation marks. The author, date, and page numbers either proceed the quotation (when the author’s name is in the text) or follow the end quote and precede the period.  
Either: Wright and Jacobs (1994:531) found that “the variation in men’s earnings relative to their peers was not a reliable predictor of men’s ... flight from feminizing occupations.”  
Or: One study found that “the variation in men’s earnings relative to their peers was not a reliable predictor of men’s ... flight from feminizing occupations” (Wright and Jacobs 1994:531).
- Block quotations** (longer than three full lines) are set off in a separate, indented, and single-spaced paragraph. Block quotations should not be enclosed in quotation marks.  
As stated by Wright and Jacobs (1994:531):  
The variation in men’s earnings relative to their peers was not a reliable predictor of men’s attrition. This finding is inconsistent with the prediction that declines in earnings are responsible for male flight from feminizing occupations.
- For **institutional or government authorship**, you must supply minimum identification from the beginning of the complete citation.  
... (U.S. Bureau of the Census 1963:117).
- Separate a **series of references** with semicolons. You should list the series in alphabetical order.  
... (Green 1995; Mundi 1987; Smith and Wallop 1989).
- If **no date is available** for a work, use “n.d.” (no date) in place of the date:  
Previous studies by Jones (n.d., 1987, 1989) concluded ...

The reference list follows the text in a separate section titled “Works Cited.” All references cited in the text must be listed in the works cited section and vice versa.

List the references in **alphabetical order** by authors’ last names.

Include **first and last names** for all authors—use first-name initials only if an author used initials in the original publication. In these cases, add a space between the initials, as in R. B. Brown.

For **multiple authorship**, only the first author’s name is inverted (e.g., Jones, Arthur B., Colin D. Smith, and James Petersen). List all authors. Do not use “et al.” in the works cited section.

For **two or more listings under the same author(s)**, list in the order of year of publication, with the earliest year first. Use eight underlined spaces and a period (\_\_\_\_\_.) in place of the name(s) for repeated authorship. Distinguish works by the same author(s) in the same year by adding letters (e.g., 1992a, 1992b, 1992c). List such works in alphabetical order by title. Edited works by the same author are listed with original works.

If **no date** is available, you should use “n.d.” in place of the date.

The following are examples of different types of references you might use in your works cited section.

#### Books

Dietz, Thomas M., and Robert W. Rycroft. 1987. *The Risk Professionals*. New York: Sage.

#### Editions of Books

Perrow, Charles. 1999. *Normal Accidents*. Second Edition. New York: Basic Books.

#### Volumes of Books

Habermas, Jürgen 1984. *Theory of Communicative Action: Volume I*. Boston: Beacon.

\_\_\_\_\_. 1987. *Theory of Communicative Action: Volume II*. Boston: Beacon.

#### Translations

Luhmann, Niklas. 1989. *Ecological Communication*. Translated by John Bednarz. Cambridge: Polity Press.

#### Edited Volumes

Beck, Ulrich, Anthony Giddens, and Scott Lash, editors. 1994. *Reflexive Modernization*. Stanford: Stanford University Press.

#### Republished Works

Beck, Ulrich. [1986]1992b. *Risk Society*. Translated by Mark Ritter. London: Sage.

#### Articles from Collected Works

Benhabib, Seyla. 1992. “Autonomy, Modernity, and Community.” Pp 39-61 in *Political Interventions in the Unfinished Project of Enlightenment*, edited by A. Honneth, T. McCarthy, C. Offe, and A. Wellmer. Cambridge: MIT Press.

#### Articles from Journals

Pellow, David N. 2000. “Environmental Inequality Formation.” *American Behavioral Scientist* 43:581-601.

#### Articles from Newspapers and Magazines

Guiles, Melinda. 1990. “Mazda and Mitsubishi-Chrysler Venture Cut Output.” *Wall Street Journal*, January 12, pp. A2, A12.

### Government Documents

- National Research Council. 1983. *Changing Climate*. Washington, DC: National Academy Press.
- U. S. Congress. 1995. House Subcommittee on Energy and Environment. *Scientific Integrity and Public Trust*. Hearing. 104th Congress, 1st Session. Washington, DC: Government Printing Office.
- U.S. Department of Energy. 1996. *Radioisotope Power Systems*. Washington, DC: Government Printing Office.

### Dissertations and Theses

- King, Andrew J. 1976. "Law and Land Use in Chicago." Ph.D. dissertation, Department of Sociology, University of Wisconsin, Madison, WI.

### Personal Interview

- McCright, Aaron. 2005. Personal Correspondence. East Lansing, MI. January 3.

### Telephone Interview

- McCright, Aaron. 2005. Telephone Correspondence. East Lansing, MI. January 3.

### E-Mail Interview

- McCright, Aaron. 2005. E-mail Correspondence. East Lansing, MI. January 3.

### Online Journal Article

- Jacobson, John W. 1995. "A History of Facilitated Communication." *American Psychologist* 50:750-765. Retrieved January 25, 1996 (<http://www.apa.org/journals/jacobson.html>).

### Online Newspaper Article

- Goldstein, Amy. 1997. "Dying Patients' Care Varies Widely by Place." *Washington Post*, October 15, p. A1. Retrieved October 15, 1997 (<http://www.washingtonpost.com/wp-srv/WPlate/1997-10/15/0661-101597-idx.html>).

### Online Document (e.g., PDF file downloaded from an organization's website)

- U.S. White House. 2002. *Climate Change Review*. Washington, DC: White House Staff. Retrieved December 20, 2002 (<http://www.whitehouse.gov/releases/climatechange.pdf>).

### Online Website (e.g., specific page of an organization's website—typically in html)

- Rumsfeld, Donald H. 2002. "February 12, 2002 Press Briefing at the United States Department of Defense." Washington, DC: Department of Defense. Retrieved June 27, 2004 ([http://www.defenselink.mil/transcripts/2002/+02122002\\_+212sdv2.html](http://www.defenselink.mil/transcripts/2002/+02122002_+212sdv2.html)).
- Mothers Against Drunk Driving. 2004. "Victim Services and Information." Irving, TX: MADD National Office. Retrieved December 10, 2004 (<http://www.madd.org/victims/0,16,10.html>).